

## Information Technology Advisory Board

JULY 31, 1996  
MEETING MINUTES

### ATTENDEES:

Rick Moore, Chair	Joyce Backes	Mike Benzen
Joe Bicik	Matt Blotevogel	John Bluma
Karen Boeger	Sean Curry	Lew Davison
Rick Griggs	Jill Hanson	Marilyn Gerrard-Hartman
Gina Hodge	Barbara Kiso	Jim Latteman
Larry Lueckenhoff	Mike Lynch	George Marshall
Mary Meisel	Carole Morgan	Phil Morgan
Ruth Niblack	Rex Peterson	Ron Pinkham
Cathy Reinkemeyer	Randy Rippee	Jim Roggero
Betty Rottman	Carolyn Ruder	Cindi Rutherford
Dave Schulte	Jim Schutt	Larry Seneker
Don Slinkard	Dan Steidley	Bruce Vieweg
Gaylord Ward	Lee West	Gerry Wethington
Chris Wilkerson	Rise' Williamson	Mary Willingham

### OPENING REMARKS

Rick Moore called the July 31, 1996 ITAB Meeting to order at 8:35 a.m. in the Interpretive Center at the Secretary of State's Office, 600 West Main Street, Jefferson City, Missouri. Rick opened the meeting welcoming everyone. Attendees introduced themselves for new members.

### APPROVAL OF MINUTES

1. Approval of the June 26, 1996 Information Technology Advisory Board Meeting Minutes

Rick Moore asked for additions, deletions or corrections to the June 26, 1996 ITAB Meeting Minutes. There were no changes. The minutes stand approved as written.

ACTION REQUIRED: None, informational.

### ADDITIONS TO AGENDA

1. ITAB Quarterly Meeting - September 25, 1996 (Moore)

Rick Moore reported that several attendees will be at a conference on September 25, 1996, which is the next quarterly meeting. The group agreed to reschedule the September meeting.

ACTION REQUIRED: Joyce Eveler will reschedule the September ITAB meeting and notify attendees.

## 2. Metropolitan Area Network (Gail Wekenborg)

Gail reported on the progress of the Metropolitan Area Network (MAN). Gail stated that Sprint United has completed all their business case analysis and received Capitol funding to complete the MAN in Jefferson City. Sprint is in the processing of writing the product description and the ICB, which will be filed with the Public Service Commission. Sprint is completing their engineering plan that will indicate where the first phase of construction will begin. Sprint will forward a draft of the phases, possibly in the next month. Sprint will set up a simulation of how the MAN will work to help alleviate any concerns.

ACTION REQUIRED: None, informational.

## 3. Application Development Maturity Model (Joe Bicik, Texas Instruments)

Mike Benzen introduced Joe Bicik of Texas Instruments. Mr. Bicik made a presentation on Software Process Improvement (SPI) and application development maturity model. Mr. Bicik answered questions and will forward a copy of the slide presentation to Mike Benzen. Attendees may contact Mike Benzen if they would like a copy.

ACTION REQUIRED: Attendees may contact Mike Benzen if they would like a copy of Mr. Bicik's slide presentation on SPI.

## GENERAL BUSINESS

### 1. CIO Issues (Mike Benzen)

#### A. Oracle Contract

Mike Benzen reported that a vice president from Oracle will meet with him next Wednesday. Mike will keep the group updated on this issue.

ACTION REQUIRED: None, informational.

#### B. Vendor Demonstrations

Mike distributed a draft proposal for presenting technology to Missouri State Government. The group discussed the proposal. Presentation from vendors responding to an active state bid was discussed. The group agreed to include a statement indicating that individuals participating in an evaluation committee for an active state bid should not attend. The group agreed to the proposal. The Office of Information Technology (OIT) will proceed with scheduling presentations.

Mike stated that September will be the target start date and presentations will be placed on the web. The OIT will maintain a distribution list for technology presentations that will include all Data Processing Managers. Attendees may forward an additional E-mail distribution list for their respective agencies to the OIT for inclusion in the technology presentation distribution list.

ACTION REQUIRED: The OIT will proceed with scheduling technology presentations according to the proposal. Attendees may forward a list

of additional E-mail addresses to the OIT for inclusion in the technology presentation distribution list.

#### C. Draft Employment Contract for Training

Mike stated that Karen Winn will be distributing information regarding this issue.

ACTION REQUIRED: None, informational.

#### D. Routers

Mike reported on problems with contracts for routers, large modems, ATM switches and hubs, and other networking pieces. The OIT is exploring the possibility of a single statewide contract with multiple awards, similar to the prime vendor contract. Jim Schutt asked about the status of statewide standards. Mike reported that he will draft a philosophy for the state regarding statewide standards. Mike stated he will address this issue at the next meeting.

**ACTION REQUIRED:** Joyce Eveler will include Statewide Standards on the agenda for the next ITAB meeting scheduled on August 28, 1996.

#### 2. Year 2000 (Ron Pinkham)

Ron Pinkham distributed the Year 2000 Assessment Inventory Survey. Ron stated that agencies should have received the survey and should respond by tomorrow, August 1, 1996. Ron explained the information and format needed for an Assessment Contract. Ron made a presentation and answered questions regarding the Year 2000. The group held a lengthy discussion regarding the Year 2000 issue. The assessment will be complete and then the group will evaluate the need for a special (all agencies inclusive) budget request. Agencies interested in participating in the Year 2000 assessment will fund the Assessment Contract. The Year 2000 Subcommittee hopes to have the assessment complete by November.

Mike Benzen stated that the state's hardware inventory includes 324 different types of machines. Mike will be sending the hardware inventory list to agencies. Each agency will need to count how many of each machine they have, and additional machines not listed on the inventory should be added to the bottom. The OIT has assigned an individual to test each of the 324 machines to identify which are Year 2000 compliant and which are not.

**ACTION REQUIRED:** Attendees should forward Year 2000 Assessment Inventory Survey responses by August 1, 1996, in the requested format. Mike Benzen will forward a hardware inventory request to each agency. Agencies will need to count how many of each machine they have, add additional machines not listed on the inventory to the bottom, and return to the OIT.

#### 3. Data Center Consolidation (Gerry Wethington)

Gerry Wethington reported that subcommittee chairpersons have been asked to complete their work to date by August 16, 1996, and submit reports to the Steering Committee Chairperson by August 23, 1996. The reports are to include the roles and responsibility that they have identified within their scope of work, recommendations for actions, and identification of all issues that remain to be resolved regarding data center consolidation. The committee work will be ongoing as they move from Phase 1 through Phase 7 of the consolidation.

Within the OIT a three (3) person team will be in charge of implementing data center consolidation as it is presented in SAIC's final report and in the work plan. John Backes will lead the team, beginning August 1, 1996. The two (2) other team members will be determined in the next couple weeks.

Dan Steidley stated that a number of presentations are being made for staff from affected agencies to convey accurate information concerning the data center consolidation.

**ACTION REQUIRED:** None, informational.

#### 4. Oversight Committee (Carolyn Kampeter)

Mike Benzen reported that the group is now meeting once every couple months.

**ACTION REQUIRED:** None, informational.

5. Prime Vendor (Ron Thomas)

Mike Benzen stated that the Prime Vendor bid opened June 13, 1996, and they expect to award the contract around September 1, 1996. Mike answered question regarding items included and excluded in the prime vendor contract.

ACTION REQUIRED: None, informational.

6. ATM Project Update (Gail Wekenborg)

Gail Wekenborg stated that the contract with AT&T for the backbone on the private network will expire in September. The backbone services will be rebid. If the incumbent does not retain the business, the backbone will have to be switched out. If a backbone switch out is necessary, it will take place in late October or early November. Gail asked attendees to consider what is critical and on what days for their respective agencies.

The Office of Administration (OA), Data Processing and Telecommunications (DP&T) in conjunction with the OIT have a bid on the street for developing a network plan, which will

close in mid-August. Gail informed attendees that a consulting team will visit agencies in the fall to gather information on how to transition the current network into future.

ACTION REQUIRED: None, informational.

7. Personnel Committee Recommendations (Joyce Backes)

Joyce stated a Personnel Committee meeting is scheduled for August 6, 1996. Updates will be given regarding several initiatives including aptitude testing tools, a system demonstration for reporting new hires and resignations, and the Jefferson City Training Coalition developments. Joyce hopes to have an update for the ITAB at the August meeting.

ACTION REQUIRED: None, informational.

8. Information Technology Education Advisory Committee (Attachment) (Jim Roggero)

Jim Roggero stated that the Information Technology Education Advisory Committee (ITEAC) met at and toured the new National Guard Facility. Jim reported that the ITEAC has formed the following subcommittees: Policy, Education Needs, Rate Structure, and Space Needs. Jim thanked Jan Grecian, staff from the State Data Center and agency representatives for their participation. Jim hopes to make a presentation to the ITAB in a couple of months.

ACTION REQUIRED: None, informational.

9. Internet / Morenet (Bill Mitchell)

This item was deferred.

ACTION REQUIRED: None.

10. Statewide Purchasing Update (Larry Seneker and Cindi Rutherford)

Larry Seneker reported that the AS400 contract will be mailed next week. They are still getting the IFB together for the maintenance portion of the AS400 contract. The existing contract should cover this until the new contract is awarded.

Cindy Rutherford reported that the Statewide Information Technology Consulting Services bid will be on the street by mid-August. Agencies may contact Al Collier for a copy.

Cindy stated that letters have been sent to agencies regarding funding for their agency's portion of the Texas Instruments Composer License Contract. Texas Instruments will be billing each agency directly.

ACTION REQUIRED: None, informational.

#### STRATEGIC PLANNING PROJECT

##### 1. Information Technology Planning Board (Mike Benzen)

Mike Benzen stated this group has not met since the last meeting; therefore, there is no update.

ACTION REQUIRED: None.

##### 2. Information Technology Advisory Board (Ron Pinkham)

Ron Pinkam distributed a Missouri Information Application Inventory list indicating agencies that have and have not responded. Ron requested that Mental Health, Health and Social Services forward their inventory responses as soon as possible. Rise' Williamson requested information to complete this task for the Treasurer's Office. The group agreed that the contractor should return once all agencies have responded. Ron will make a presentation to this group once all the information is compiled.

ACTION REQUIRED: Ron Pinkham will forward the Information Application Inventory request to Rise' Williamson. Mental Health, Health and Social Services should respond to the Information Application Inventory survey as soon as possible.

#### REPORT OF PLANNED / ACTIVE BIDS

1. Rick Moore reported that the Department of Revenue is working on the FASTR bid.

2. Sean Curry stated that the Attorney General's Office has a bid on the street for on-line legal research.

3. Marry Willingham reported that the Public Defender's Office has awarded a contract for their network. They also have a bid on the street for Lotus Notes consulting application development and training, which should be awarded on August 6, 1996. Within two months, they will also have a contract for end-user training for about 750 people (November to July).

4. Dave Schulte stated that Corrections has a bid out for AS400 programming analysis and support.

5. Jim Latteman stated that Insurance and the Treasurer's Office is about to award a contract for Oracle programming.

6. Gina Hodge stated the State Emergency Management Agency (SEMA) is in the process of purchasing 124,000 USGS geographical maps. SEMA will be developing policies and will have these maps available. Gina will bring a sample to the next meeting.

#### REVIEW OF ACTION ITEMS

None.

#### OPEN DISCUSSION

1. Mary Willingham stated that the Public Defender's Office will be conducting end-user training from November to August. The training will be conducted in Columbia, St. Louis, Kansas City,

Springfield and possibly Cape Girardeau. Mary requested attendees contact her if they are aware of training facilities in these areas.

2. Mary Willingham asked about the policy and standards for firewalls. Larry Seneker reported that the minimum requirements have been established and are being discussed by the Firewall Committee, who will make a recommendation to the ITAB.

3. Mary Willingham asked if any other agencies would be interested in an NT System Administrator User Group. Larry Seneker will discuss this issue with the Microsoft User Group and contact Mary.

4. Bruce Vieweg stated that Marilyn Gerrard-Hartman will be leaving the Department of Mental Health and wished her well.

#### NEXT MEETING

1. The next ITAB meeting is scheduled for August 28, 1996, at 8:30 a.m. in the Secretary of State's Office, Interpretive Center.

The group had no additional business to discuss. The meeting adjourned at 11:32 p.m.

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Rick Moore, Chairperson